

ALTERNATIVE AUTHORIZATIONS/ROUTES TO CERTIFICATION

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

042. ALTERNATE ROUTES TO CERTIFICATION

(3-20-04)

The purpose of this program is to provide an alternative for individuals to become certificated teachers in Idaho without following a standard teacher education program. Individuals who are currently employed as para-educators, individuals who are currently certificated to teach but who are in need of emergency certification in another area, and individuals with strong subject matter background but limited experience with educational methodology shall follow the alternate certification requirements provided herein.

INFORMATION:

Certificates/authorizations described in this section may be issued under the circumstances unique to each alternate route.

1. ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO SCHOOL DISTRICTS

- a. Provisional Authorization (**Note:** this authorization does not lead to certification, it is an emergency authorization available to school districts)
- b. Alternative Authorization - Teacher to New Certification/endorsement.
- c. Alternative Authorization – Pupil Personnel Services

2. ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO INDIVIDUAL APPLICANTS

- a. Alternative Authorization - Content Specialist
- b. Computer-Based Alternative Routes to Teacher Certification (ABCTE)
- c. Post-Baccalaureate Alternate Route
- d. Postsecondary Specialist Certificate

1. **ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO SCHOOL DISTRICTS**

A. **PROVISIONAL AUTHORIZATION**

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02 CHAPTER 02)

016. IDAHO EDUCATOR CREDENTIAL

The State Board of Education authorizes the State Department of Education to issue certificates and endorsements to those individuals meeting the specific requirements for each area provided herein. (Section 33-1201, Idaho Code)

INFORMATION:

1. School districts may receive authorization to hire an individual who is not appropriately certified.
2. This authorization is valid only during the school year for which the application is submitted.
3. This authorization is non-renewable. It may not be used again for the same individual or for the same assignment. Due to the nature of the Provisional Authorization, it is highly recommended the districts apply for the Alternative Authorization – Teacher to New Certification/endorsement whenever possible.
4. In order for the employee to continue teaching in Idaho, the individual **must** have the proper certification/endorsement or utilize one of the following State Board of Education approved alternative authorizations:
 - a. Alternative Authorization - Teacher to New Certification
 - b. Alternative Authorization - Content Specialist
 - c. A Computer-Based Alternative Route (i.e. ABCTE, www.abcte.org)
 - d. Alternative Authorization – Pupil Personnel Services

NOTE: The Alternative Authorization - Content Specialist and the Computer-Based Alternative Route program have requirements which must be completed **PRIOR** to entering the classroom the following year.

Alternative Authorizations packets and related forms can be located at:
<http://www.sde.idaho.gov/TeacherCertification/altroutes.asp>

5. As per Code of Federal Regulation (CFR) 34.200.55 and 34.200.56, this authorization will not meet the federal highly qualified teacher requirements.

For federal reporting purposes, teachers holding this authorization must be listed by the employing district as not being highly qualified.

PROCEDURE:

1. To apply for the Provisional Authorization, the school entity (public, private, charter, or parochial schools) **must** submit a letter of request to the certification department signed by the superintendent and the chair of the local board of trustees. For private or parochial schools, the letter of request **must** be signed by two individuals with authority to sign official documents.
2. The letter **must** contain a:
 - a. Brief statement explaining the need that prompted the request;
 - b. Statement outlining the "good faith effort" the district made in attempting to hire someone with appropriate certification, describe how the position was advertised accompanied by documentation;
 - c. Statement specifying the qualifications of the individual pertinent to a given position; and,
 - d. The building number for which the individual will be working.
3. The application letter **must** be accompanied by:
 - a. A completed Provisional Authorization form, (**form B10, available on-line packet**).
 - b. **Payment - \$100** Cash, money order or check are acceptable forms of payment, payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**.
NOTE: Is it advisable for districts to submit separate checks when submitting for multiple applicants. This will alleviate sending back **all** materials when only one application is lacking pertinent information.
 - c. A completed fingerprint card, if applicable, and a non-refundable \$40 check or money order payable to the State Department of Education;
 - d. The \$100 check and the \$40 check may be combined into one payment.

B. ALTERNATIVE AUTHORIZATION - TEACHER TO NEW CERTIFICATION

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

043. ALTERNATIVE AUTHORIZATION – TEACHER TO NEW CERTIFICATION

(3-20-04)

The purpose of this alternative authorization is to allow Idaho school districts to request emergency endorsement/certification when a professional position cannot be filled with someone who has the correct endorsement/certification.

Alternative authorization in this area is valid for three (3) years and is nonrenewable.

01. Initial Qualifications. Prior to application, a candidate must hold a bachelor's degree and a valid Idaho teacher certificate without full endorsement in the content area of need. The school district must declare an emergency and provide supportive information attesting to the ability of the candidate to fill the position. (3-20-04)

02. Alternative Route Preparation Program

(3-20-04)

a. Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district.

b. Candidate must complete a minimum of nine (9) semester credits annually to be eligible for extension of up to a total of three (3) years.

c. The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.

d. Candidate shall meet all requirements for the endorsement/certificate as provided herein.

INFORMATION:

1. The individual for whom the application is being made must first hold a bachelor's degree and a valid Idaho educator certificate.
2. The **district** must complete and submit the Alternative Authorization – Teacher to New Certification application packet.
3. The Authorizations Committee of the Professional Standards Commission (PSC) will review the application(s) submitted. **The committee will only review complete packets.** The committee's recommendation(s) will be forwarded to the full Commission for final approval.

PROCEDURE:

1. Interim Certification Process

All application packet material **must** be submitted by the local education agency in one, single packet. The completed application packet must include:

- a. **A District Request for Approval of a Teacher to New Certification/Endorsement** application form (located on-line);
- b. A declaration by the local school board, documented in regular board minutes, that a hiring emergency exists for this particular position;
- c. Supportive information attesting to the ability of the candidate to fill the position (i.e., candidate resume, letters of recommendation, etc.);
- d. The **College/University Plan** (located on-line) completed and signed by the individual applicant and the college/university,
 - (1) This form **must** contain written verification from a college/ university of a plan leading to the desired certification/endorsement.
 - (2) The plan **must** be signed by someone from the college/university who has the authority to do so.
- e. The **Application for an Idaho Initial/Reinstatement/Interim Professional Education Credential**, (**form B1**, located on-line) completed and signed by the individual applicant;
- f. Official transcripts showing completion of a bachelor's degree program, unless already on file;
- g. **Payment - \$100** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**;
- h. A completed fingerprint card and a \$40 processing fee (if applicable),
- i. The \$100 check and the \$40 check may be combined into one payment;
- j. Successful completion of the following items may be required, depending on the particular certificate/endorsement for which the candidate is applying:
 - (1) Verification of successful completion of the Idaho Comprehensive Literacy Course/Assessment;
 - (2) Verification of meeting or exceeding the SBOE-approved qualifying score on any applicable Praxis II assessment(s),

- k. Upon completion of **all** of the requirements outlined in the plan submitted with the original **Alternative Authorization–Teacher to New Certification** application, an appropriate endorsement/certificate will be issued.

2. Renewal Process

- a. Districts may apply for an extension of an Alternative Authorization – Teacher to New Certification for up to two additional years (one year at a time) following initial approval. This makes it possible for an individual to have a total of three (3) years to complete the program, provided conditions regarding progress toward completion as described below are being met.
- b. For renewal consideration, the following materials **must** be submitted:
 - (1) A completed and signed renewal application, (**form B1-R**, located on-line) completed and signed by the individual applicant
 - (2) **Payment - \$100** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**.
 - (3) Official college/university transcripts verifying completion of a **minimum** of nine (9) semester credit hours of applicable coursework. If additional endorsements are being added to an existing authorization, a new signed university plan/SDE evaluation must be included.
- c. If less than nine (9) semester credit hours of the coursework have been completed since the last approval, the PSC **may** consider recommending renewal of the Alternative Authorization – Teacher to New Certification application based on a satisfactory explanation.

OR
- d. If less than nine (9) semester credit hours were completed in the previous year and the individual is continuing a formal program (i.e., Special Education, Administrator), a letter from the college/university stating that satisfactory progress is being made **may** be sent to the PSC for consideration.
- e. Completed fingerprint card with a \$40 processing fee (if applicable).
- f. The \$100 check and the \$40 check may be combined into one payment.

C. ALTERNATIVE AUTHORIZATION – PUPIL PERSONNEL SERVICES

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

IDAPA 08.02.02.047 ALTERNATEIVE AUTHORIZATION – PUPIL PERSONNEL SERVICES: pupil personnel are school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists (although School Nurses are specifically excluded from this alternative authorization) – this allows the Professional Standards Commission to grant an extension to the current three (year) period designated to attain a certificate through the state-approved alternate route. The extension will be granted only under extenuating circumstances. It also allows for more local control and flexibility in meeting certification requirements, especially in consideration of rural districts. Candidates still are required to hold a master's degree and hold a current Idaho licenses from the Bureau of Occupational Licenses in the area of desired certification and the employing school district must provide supportive information attesting to the ability of the candidate to fill the position.

NOTE: Information and Procedures in process.

2. ALTERNATE AUTHORIZATION/ROUTE AVAILABLE TO INDIVIDUAL APPLICANTS

A. ALTERNATIVE AUTHORIZATION — CONTENT SPECIALIST

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02 CHAPTER 02)

044. ALTERNATIVE AUTHORIZATION—CONTENT SPECIALIST

The purpose of this alternative authorization is to offer an expedited route to certification for individuals who are highly and uniquely qualified in a subject area to teach in a district with an identified need for teachers in that area. Alternative authorization in this area is valid for three (3) years and is not renewable.

01. Initial Qualifications.

(3-20-04)

- a. Prior to application, a candidate must hold a bachelor's degree.
- b. The candidate shall meet enrollment qualifications of the alternative route preparation program.

02. Alternative Route Preparation Program – College/University Preparation. (3-20-04)

- a. A consortium composed of a designee from the college/university to be attended, and a representative from the school district, and the candidate shall determine preparation needed to meet the Idaho Standards for Initial Certification of Professional School Personnel. This preparation must include mentoring and a minimum of one (1) classroom observation per month until certified.
- b. Prior to entering the classroom, the candidate completes eight (8) to sixteen (16) weeks of accelerated study in education pedagogy.
- c. Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district. A teacher must attend, participate in, and successfully complete an individualized alternative route preparation program as one (1) of the conditions to receive a recommendation for full certification.
- d. The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.
- e. Prior to entering the classroom, the candidate shall meet or exceed the state qualifying score on appropriate, state-approved content, pedagogy, or performance assessment.

INFORMATION:

1. This Alternate Authorization-Content Specialist program provides an alternate route for individuals with strong content backgrounds and limited educational pedagogy to become certificated Pre-K-12 teachers in Idaho without following a standard teacher preparation program.
2. The authorization is valid for three (3) years and is non-renewable.

PROCEDURE:

1. For entry into the program, the candidate needs to submit an application through the teacher preparation program at the college/university to be attended.
2. Upon approval of entry into an individualized program and **prior** to entering the classroom, the candidate **must**:
 - a. Complete an eight (8) to sixteen (16) - week program of educational pedagogy study; and,
 - b. Verify as having met or exceeded the state qualifying score on any applicable SBOE-approved Praxis II content, pedagogy, and/or performance assessment(s).
3. According to SBOE rule, the participating college/university is responsible for developing a written plan toward Idaho certification using prior college coursework, real life/work experiences, and analysis of an individual's knowledge and dispositions to determine what is necessary for the candidate to complete the Alternative Authorization-Content Specialist program.
4. Upon completion of the pre-service pedagogy program and the written plan, the college/university will notify the certification department in writing that the candidate has completed the requirements for entry into the Alternative Authorization–Content Specialist program.
5. Subsequent to notifying the certification department, the candidate **may** then apply to the department for an interim Idaho teaching certificate that is a non-renewable, three-year certificate.
 - a. A completed application (see **form B1**, available on-line);
 - b. Payment - **\$100** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit card are not accepted. Payment is **non-refundable**;
 - c. Completed fingerprint cards with a \$40 processing fee;
 - d. The \$100 check and the \$40 check may be combined into one payment;

NOTE: The interim certificate allows the individual time to secure a teaching position appropriate to the certificate(s)/endorsement(s) listed on the certificate. While working for the employing school district, the candidate may complete the rest of his/her program requirements.

6. The candidate must undergo a Criminal History Check (CHC), including fingerprinting, prior to entering the classroom.
7. While the candidate is completing the program, no financial or accreditation penalties will be assessed to the hiring district.
8. The individual will also meet the "highly qualified teacher" standard of the NCLB legislation while working on this program.
9. As provided in SBOE rule, the participating college/university **is** required to work with the employing school/school district to monitor the candidate's progress until the program has been completed. This process needs to include a plan that provides a minimum of one (1) classroom observation per month until the plan is completed. The observations can be conducted by either college/university personnel, the principal of the building (or his/her designee), and/or by a mentor teacher.
10. While the candidate is participating in the program, the employing school/school district must furnish a mentor teacher for the candidate. The mentor teacher will also collaborate with the participating college/university to provide necessary documentation required to monitor and verify the candidate's progress.
11. Upon completion of **all** requirements as outlined in his/her plan, the college/university may submit to the bureau an Institutional Recommendation, including both the first and second teaching fields, if applicable.
12. The candidate may then apply for his/her standard Idaho educator credential by submitting;
 - a. A completed application (see **form B1**);
 - b. **Payment - \$75** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**;
 - c. Completed fingerprint card with a \$40 processing fee;
 - d. The \$75 check and the \$40 check may be combined into one payment;
 - e. Certified copy of the Institutional Recommendation (see **form B2**, available on-line);
 - f. Official transcripts and/or a letter from the college/university if other methods have been used for granting equivalent experience, dispositions, and knowledge;
 - g. Verification of successful completion of the Idaho Comprehensive Literacy Assessment (if applicable);

- h. Verification of having met or exceeded the qualifying score on the appropriate SBOE-approved Praxis II assessment(s).

NOTE: The required items listed above need to be submitted to:

**State Department of Education
Certification/Professional Standards
P.O. Box 83720
Boise, Idaho 83720-0027**

B. COMPUTER-BASED ALTERNATIVE ROUTE TO TEACHER CERTIFICATION

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

045. COMPUTER-BASED ALTERNATIVE ROUTE TO TEACHER CERTIFICATION

(4-6-05)

An individual may acquire interim certification as found in Section 015 of these rules through a computer-based alternative route certification program.

01. Approval of the Program. The State Board of Education must approve any computer-based alternative route to teacher certification. The program must include, at a minimum, the following components: (4-6-05)

- a. Pre-assessment of teaching and content knowledge;
- b. An academic advisor with knowledge of the prescribed instruction area; and
- c. Exams of pedagogy and content knowledge.

02. Eligibility. Individuals who possess a bachelor's degree or higher from an institution of higher education may utilize this alternative route to an interim Idaho teacher certification. (4-6-05)

03. Requirements for Completion. To complete this alternative route, the individual must: (4-6-05)

- a. Complete a Board-approved program;
- b. Pass the Board-approved pedagogy and content knowledge exams; and
- c. Complete the Idaho Department of Education criminal history check.

04. Interim Certificate. Upon completion of the computer-based certification process described herein, the individual will be awarded an interim certificate from the State Department of Education's Bureau of Certification/Professional Standards. The term of the interim certificate shall be three (3) years. During the term of the interim certificate, teaching by the individual must be done in conjunction with a two (2)-year teacher mentoring program approved by the Board. The individual must start the mentoring program during the term of the interim certificate, and it may be completed after standard certification is granted. All laws and rules governing the fully certificated teachers with respect to conduct, discipline and professional standards shall apply to individuals teaching under an interim certificate. (4-6-05)

05. Interim Certificate Not Renewable. Interim certification hereunder is only available on a one (1)-time basis per individual. It will be the responsibility of the individual to obtain full Idaho teacher certification during the three (3)-year interim certification term. (4-6-05)

06. Types of Certificate and Endorsements. The computer-based alternative route may be used for initial certification, subsequent certificates, and additional endorsements. (4-11-06)

PROCEDURES:

1. American Board for Certification of Teacher Excellence (ABCTE) is a computer-based alternate route to Idaho teacher certification designed to be used to enter the teaching profession; or to add additional certificates or endorsements to an already existing Idaho teaching credential.
2. An individual with an ABCTE certificate applying for Idaho certification **must** submit to the bureau an application packet including:
 - a. An original ABCTE certificate or notarized photocopy.
 - b. A completed application for Idaho certification, (see **form B1**, available on-line).
 - c. Official college/university transcripts.
 - d. **Payment - \$75** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**.
 - e. A completed fingerprint card and a non-refundable \$40 check or money order payable to the State Department of Education.
 - f. The \$75 check and the \$40 check may be combined into one payment.
3. Upon receiving a completed application, the applicant will be issued a three (3)-year Idaho interim certificate allowing time to meet the following Idaho standards to qualify for a standard Idaho teaching certificate:
 - a. Start a two (2)-year mentoring program (the program may be either the ABCTE mentoring program or the mentoring program provided in districts according to Idaho statute);
 - b. Meet the Idaho Comprehensive Literacy requirements as provided in statute, if applicable.
4. The interim certificate holder may apply for an appropriate standard Idaho teaching certificate subsequent to meeting SBOE and Idaho statutory requirements as outlined above. Once issued, the certificate holder will be subject to any other SBOE/statutory requirements when applying for additional certificates and/or endorsements, including meeting or exceeding the SBOE-approved qualifying score on an appropriate Praxis II content/ pedagogy/performance assessment(s).

NOTE: A \$25.00 payment is required to add any additional certification or endorsement to an existing standard Idaho teaching certificate.

5. For further information regarding ABCTE (American Board for Certification of Teacher Excellence), refer to the ABCTE website at: www.ABCTE.org

C. POST-BACCALAUREATE ALTERNATE ROUTE

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

016. IDAHO EDUCATOR CREDENTIAL

(3-16-04)

The State Board of Education authorizes the State Department of Education to issue certificates and endorsements to those individuals meeting the specific requirements for each area provided herein. (Section 33-1201, Idaho Code)

INFORMATION:

1. This process is for the acquisition of an Idaho Standard Secondary Certificate **only** and not applicable for any other Idaho certificate.
2. In preparing candidates for initial Standard Secondary Idaho certification, approved Idaho teacher preparation institutions **may** use the post-baccalaureate alternate route process.
3. The post-baccalaureate approval process will become part of future PSC on-site teacher preparation program reviews.
4. Twenty (20) percent of the beginning teacher core and enhancement standards are subject to review annually through the APA process. Idaho teacher preparation institutions and candidates **will be** held accountable for newly-approved standards beginning the fall semester, two years following legislative approval.

PROCEDURE:

1. Entrance Requirements

- a. Candidates **must** possess a baccalaureate degree from a regionally accredited college/university or other accrediting agencies recognized by the U.S. Department of Education and/or Council of Higher Education Accreditation (CHEA).
- b. Candidates **must** meet the entrance requirements as prescribed by the teacher preparation institution to be attended.

2. Completion Requirements for an Initial Idaho Certificate

- a.** The candidate **must** provide evidence of at least three (3) assessments to verify content competency, including, but not limited to, evidence that they:
 - (1)** Successfully complete a required rubric-driven portfolio developed by the individual teacher preparation program and evaluated by the dean/chair or designee to demonstrate the candidate's Standard 1 competency of the Idaho SBOE-approved beginning teacher standards as found in the Idaho Standards for Initial Certification of Professional School Personnel;
 - (2)** Satisfactorily complete an appropriate student teaching/internship program, including documented recommendations from both supervising and cooperating instructors; and,
 - (3)** Successfully meet or exceed the SBOE-approved qualifying score(s) for appropriate Praxis II assessment(s).
- b.** For those candidates successfully meeting the requirements noted above, an Institutional Recommendation signed by the teacher preparation dean/chair or designee must be submitted to the bureau for initial Idaho certification consideration, (see **form B2**, available on-line).

D. POSTSECONDARY ALTERNATIVE AUTHORIZATION

RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

032. Postsecondary Specialist

A Postsecondary Specialist Certificate will be granted to a current faculty member from any accredited Idaho postsecondary institution. To be eligible to teach in the public schools under this Postsecondary Specialist Certificate, the candidate must supply a recommendation from the employing institution (faculty's college dean). The primary use of this state-issued certificate shall be for distance education, "virtual classroom" programs, and for public and postsecondary partnerships.

01. Renewal. This certificate is good for five (5) years and is renewable. To renew the certificate, the renewal application must be accompanied with a new written recommendation from the postsecondary institution (faculty's college dean level or higher).

02. Fees. The fee is the same as currently in effect for a basic teaching certificate established in 08.02.02.066.

03. Qualifications.

- a.** Must hold a master's degree or higher in the content area being taught.
- b.** Must be currently employed by the postsecondary institution in the content area to be taught.
- c.** Must complete a criminal history check as required according to Section 33-130, Idaho Code.

NOTE: Information and Procedures in process.